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**From:** bounce-252268-5580627@listserv.state.ma.us on behalf of Skahen, Mary (EHS)  
<Mary.Skahen@state.ma.us>  
**Sent:** Wednesday, March 03, 2010 12:34 PM  
**To:** Hanchett, James (DPH)  
**Subject:** A Message from Secretary Bigby re: Mandatory Training

Dear EOHHS Staff,

Chapter 28 of the Acts of 2009 - the ethics reform law enacted last year - establishes mandatory education and training requirements for public employers and public employees. This means that all agency heads, managers, supervisors, and employees (including contractors and volunteers) must complete two modules of Conflict of Interest training. We launched the first of these two trainings last December. **We are now introducing the second of the two required modules “Conflict of Interest Training – Part Two.”**

All state employees must complete both parts to be in compliance with the Conflict of Interest training mandate:

Conflict of Interest Summary – Part One

Conflict of Interest Training – Part Two

**The State Ethics Commission requires that “Conflict of Interest Training – Part Two” be completed by April 2, 2010.**

All EOHHS employees who have computer access are required to complete the eLearning entitled “*Conflict of Interest Training – Part Two*” available in PACE. Attached is a job aid with instructions for logging in and taking an eLearning in PACE.

For employees or contractors without access to PACE, a paper-based “*Conflict of Interest Training – Part Two*” is available through the Agency Training Director.

If you have questions about this training, please contact your Agency Training Director.

Thank you,

JudyAnn Bigby, M.D.

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